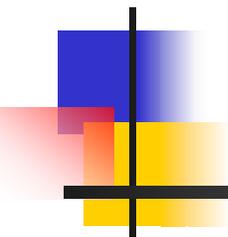
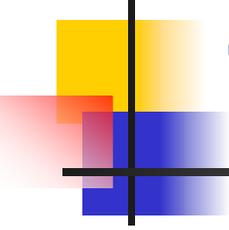


# TRANSITION PLAN AND SCHEDULE



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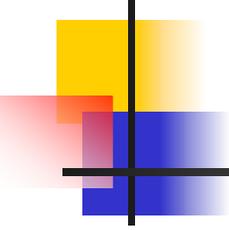
*It All Works,  
Now Let's Get It in Use!*



# Transition

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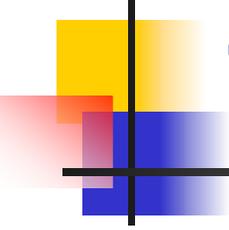
- A phase within the HIPAA project work plan that begins when testing is completed and ends when migration to HIPAA standards is complete.
- Includes:
  - Transaction sequencing
  - Issue resolution
  - Operations and Monitoring



# Session Overview

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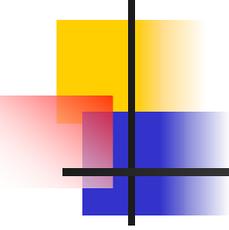
- 3-0 Transition Plan & Schedule
- 3-1 Transaction Sequencing Plan
- 3-2 Transition Issues
- 3-3 Transition: Operations & Monitoring
- 3-4 Session Recap



# Transition Plan

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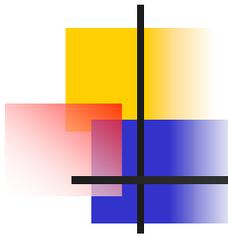
- Description
- Rationale
- Contents
- Creation and Maintenance
- Ownership
- Contingency Planning



# Plan Description

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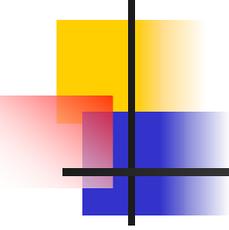
- Portion of overall project plan
- Begins when readiness is achieved
- Covers activities involved in the migration to the HIPAA standards
- Specifies each major activity
- Describes tasks, sequence, relationships, resources, schedule, and accountability
- It is NOT just an Information Systems plan



## Plan Description (2)

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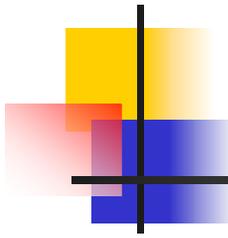
- Defines the sequence and schedule for the phase-in of all transactions for all provider types
- Depicts the migration of providers from current processes to the new HIPAA standards
- Shows the cut-over date after which pre-HIPAA formats are discontinued



# Rationale

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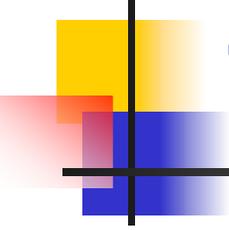
- So many transactions!
- So many provider types!
- So many other partners!
- So many pathways!
- It is not practical to flip the switch to standard processing on D-Day for all providers and all transactions at the same time
- Some phasing-in is highly recommended



# Plan Contents

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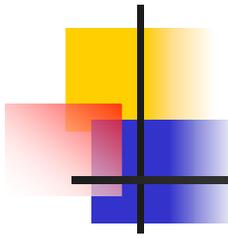
- Description of the scope of work needed to achieve successful transition
- All major activities and milestones
  - Provider and transaction sequencing, issue resolution, and monitoring
- Responsibilities and resources
- Documents strategies and decisions
- Includes outreach to partners
- Answers the question: *"How do I know when I am ready to begin operations?"*



# Plan Contents Addressed By This Session

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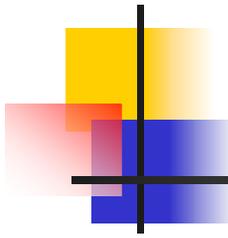
- Contingency Planning
- Transaction Sequencing
- Transition Issues
- Transition Operations and Monitoring



# Plan Creation and Maintenance

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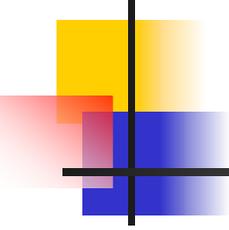
- HIPAA project office (HPO) should be responsible for plan development
- Involve all affected parties (steering committee, IS department, policy staff)
- Use previous work plans, e.g., installation of a new MMIS
- Use industry models, e.g., WEDI/SNIP paper on sequencing
- Assure plan can be used to accurately track activities and that milestones are realistic
- Establish continuous monitoring plan



# Plan Ownership

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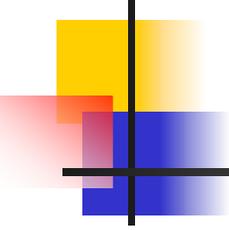
- HPO owns it (because it is not just an Information Systems plan)
- HPO assigns responsibility for tasks in the plan, and establishes reporting requirements
- HPO should track responsible parties against the milestones
- HPO works closely with I.S. and policy departments throughout project



# Transition Failure Contingency Planning

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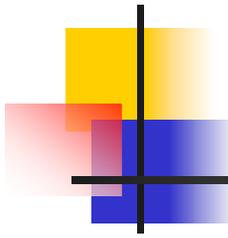
- Necessity for plan
- Responsibility for plan
- Critical business processes
- Contingency options
- Plan detail
- Team training



# Necessity for Plan

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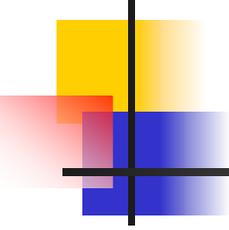
- Murphy's Law - "If it can go wrong, it will":
  - Not all transactions may be ready by the compliance deadline
  - New processes may break down after prior process has been discontinued
  - Some providers may not be ready or are not in compliance with TPA
  - Translator may not handle increased volume after compliance deadline
- Note: Obtain legal opinion on contingency plans



# Critical Business Processes

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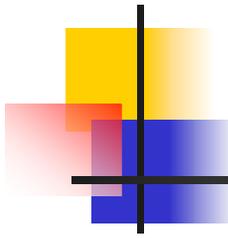
- Identify critical business processes
- Define and document possible HIPAA EDI failure scenarios for each critical business process
- Perform risk and impact analysis of each critical business process
- Define minimum acceptable level of output & services for each critical business process



# Determine Contingency Options

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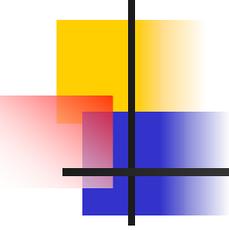
- Identify alternatives; Assess the cost and benefit for each critical business process
- Select and document a single contingency plan for each critical business process
- Define and document triggers for activating contingency plans
- Establish a business continuity team for each critical business process
- Develop compliance deadline day (D-Day) strategy and procedures



# Plan Detail

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- For each contingency, develop a detailed plan including:
  - Triggers
  - Who to notify
  - Who does what
  - How long to continue the contingency process
  - How to monitor recovery process



# Assign and Train Contingency Teams

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- Identify team leaders and members for information services and business operations
- Assign extra staff to Help Desk for provider problems
- Train teams